18 January 2022

SUMMARY
of
MC SESSION ACTIONS AND DECISIONS
ICH Management Committee Virtual Meeting
9, 15 and 16 November 2021

LIST OF PARTICIPANTS

ICH MC Member Representatives

Mr. Diogo Penha Soares	ANVISA, Brazil
Mr. Gustavo Mendes Lima Santos	ANVISA, Brazil
Dr. Wassim Nashabeh	BIO
Ms. Lenita Lindström-Gommers	EC, Europe
Dr. Milton Bonelli	EC, Europe
Dr. Sue Forda	EFPIA
Mr. Pär Tellner	EFPIA
Dr. Theresa Mullin *(MC Chair)*	FDA, United States
Ms. Joan Wilmarth Blair	FDA, United States
Dr. Celia Lourenco	Health Canada, Canada
Mr. Leo Bouthillier	Health Canada, Canada
Dr. Nick Cappuccino	IGBA
Ms. Beata Stepniewska	IGBA
Dr. Manabu Yanagisawa	JPMA
Dr. Masafumi Yokota	JPMA
Dr**.** Younjoo Park	MFDS, Republic of Korea
Dr. Nobumasa Nakashima *(MC Vice-Chair)*	MHLW/PMDA, Japan
Mr. Naoyuki Yasuda	MHLW/PMDA, Japan
Mr. Teruyoshi Ehara	MHLW/PMDA, Japan
Dr. Sheng Yang	NMPA, China
Mr. Siyuan Zhou	NMPA, China
Dr. Michelle Rohrer	PhRMA
Ms. Janet Vessotskie	PhRMA
Dr. Andreas Pfenninger	Swissmedic, Switzerland

ICH MC Coordinators

Ms. Ana Carolina Moreira Marino Araujo	ANVISA, Brazil
Mr. David Dee	BIO
Dr. Georgios Balkamos	EC, Europe
Ms. Andreea Iordache	EFPIA
Ms. Jill Adleberg	FDA, United States
Mr. Nick Orphanos	Health Canada, Canada
Dr. Shinichiro Hirose	IGBA
Dr. Hiroaki Hagiwara	JPMA
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Mr. Hirooki Tanabe	MHLW/PMDA, Japan
Ms. Amanda Roache	PhRMA
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ICH MC Technical Coordinators

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Dr. Michelle Limoli	FDA, United States
Ms. Mami Ueda	MHLW/PMDA, Japan

ICH MC Standing Observer Delegates

Ms. Sharon Olmstead	IFPMA
Ms. Angelika Joos	IFPMA

Dr. Samvel Azatyan	WHO

Additional Participants

Dr. Varley Dias Sousa	ANVISA, Brazil
Dr. Peter Bachmann	EC, Europe
Mr. Martin Harvey Allchurch	EC, Europe
Ms. Mary Ann Slack	FDA, United States
Dr. Machiko Sumi	JPMA
Dr. Haruka Yoshimatsu	JPMA
Ms. Lucy Teng	Health Canada, Canada
Mr. Bruce Randall	Health Canada, Canada
Ms. Minjung Lee	MFDS, Republic of Korea
Dr. Risa Ishitani	MHLW/PMDA, Japan
Mr. Baoshu Wen	NMPA, China
Mr. Jerry Stewart	PhRMA
Mr. Felipe Dolz	PhRMA
Ms. Marie Valentin	WHO

Invited Participants

Dr. Vicky Edwards	E2D(R1) EWG Rapporteur, EFPIA
Mr. Mick Foy	MedDRA MC Chair, MHRA, UK

ICH Secretariat

Mr. Masaki Fujita
Dr. Marine Lacroix
Dr. Anne Latrive
Ms. Nikoleta Luludi
Dr. Dawn Ronan

Table of Content

DRAFT REPORT

MC Chair: Dr. Theresa Mullin, FDA, United States

MC Vice Chair: Dr. Nobumasa Nakashima, MHLW/PMDA, Japan

A. Adoption of the Agenda

Dr. Theresa Mullin (MC Chair - FDA, United States) welcomed all participants. The agenda was adopted without modification.

B. Organisation of Meetings

Organisation of Next Meetings in 2022

The MC was updated by the ICH Secretariat on the status of organisation of the face-to-face meetings in Athens, Greece in May 2022 and in Incheon, Republic of Korea in November 2022, and of the ICH MC interim meeting in Brussels, Belgium in March 2022.

The MC Chair further shared considerations and questions with the MC on possible hybrid in-person/virtual formats for ICH meetings.

MC Actions/Decisions:

- The MC agreed on the importance of ICH face-to-face meetings to efficiently progress ICH work and noted that the absence of meetings in 2020 and 2021 had delayed the work of some Working Groups (WGs) and the reaching of consensus;

- In spite of the current uncertainties around the ongoing Covid-19 pandemic, the MC agreed to maintain planning for its next biannual meeting in Athens, Greece in May 2022 in a face-to-face setting, with planning to be made for hybrid in-person/virtual formats as needed, with this need to be further determined depending on the status of the Covid-19 pandemic. The MC will continue to monitor the situation closely and confirm the organisation of the meeting at specific milestones in early February and end March 2022. The MC noted that local mandates and restrictions would also need to be considered as meeting planning progresses. In addition to mask, vaccine and daily testing requirements, the MC also agreed to further look at social distancing measures and ensuring that participants can be spaced enough in meeting rooms, which may mean that fewer WGs would be able to meet, as this is limited by the venue capacity. To support this, the MC requested that the Secretariat seek information from the Professional Conference Organiser (PCO) on the sizes of the conference rooms ICH has booked.

- The MC agreed to maintain for the moment planning for the biannual meeting in Incheon, Republic of Korea, in November 2022;

- The MC agreed to maintain its interim meeting in Brussels, Belgium in March 2022, with planning to be made for hybrid in-person/virtual formats as needed, pending confirmation of any travel restrictions and any quarantine measures in place in Belgium at that time. Items on the MC agenda for this meeting will include: 1) 2022 New Topic cycle (see also item D), 2) planning for ICH meetings in 2022 in hybrid format (see also below), 3) approaches for patient stakeholder engagement in ICH (see also item E), 4) Study on WG Efficiency (see also item C), as well as 5) review of efficiency of ICH operations as a whole and reflections on the outcome of the 2015 reform and on the future of ICH. For this last item, a background document will be shared with the MC well in advance of the meeting to prepare the discussion;

- The MC agreed to continue discussion at its next TCs on how meetings in the future as the pandemic continues could be organised in a hybrid format and in accordance with necessary safety measures for

Covid-19, and to answer questions such as: numbers of participants who can meet in person in consideration of meeting room sizes and need for social distancing; how to set TC lines/Web conference connections in the most efficient manner for hybrid format, and taking consideration of time zone differences; how to organise COVID-19 testing of participants and the associated cost ; what would the protocol be if a participant tested positive; what the mask and vaccine mandate would be; whether a reception could still be organised, for example if outdoors; how caucuses could be organised etc.. The ICH Secretariat will send these questions to MC Members to compile feedback ahead of the MC TC in early February 2022, collecting at the same time Members' feedback on their probability to be able to travel to meetings in 2022.

Selection of PCO for ICH Meetings from 2023

The MC noted the status of the call for tenders for the contracting of a PCO for the organisation of ICH biannual meetings from 2023.

MC Action/Decision:

- The MC noted that, in line with the procedures, once finalised, it would be invited to approve the contract with the PCO, with the ICH Assembly to subsequently be invited to confirm its support to proceed on the basis of a proposal from the MC in line with Section 6.1 of the ICH Assembly Rules of Procedure regarding Cooperation with Other Organisations.

C. ICH Operational Efficiency

ICH Operational Model and Efficiency for WGs

The MC was updated by the ICH Secretariat and by the MC Chair on exchanges with the third-party to conduct the survey on Efficiency of WGs.

MC Actions/Decisions:

- The MC supported the proposal with minor comments and agreed to proceed with the contracting and launch of the study as soon as possible;

- The MC supported the suggestion to conduct a brief follow-up survey amongst a broader audience of ICH WG experts following completion of the interviews with Rapporteurs and Regulatory Chairs in the January timeframe in order to confirm key findings and invite any additional input, and agreed to ask for a second proposal to cover this follow-up survey, but not delaying the launch of the first phase;

- The MC noted the volunteers to act as MC delegates to act as first line of consultation/point of contact with regard to the review the materials for the conduct of the study and interviews, and to first review the subsequent report before it is submitted to the MC.

Increasing the Efficiency of MC Operations & Meetings

The Leads of the ICH Finance Committee and ICH Training Subcommittee provided a report to the MC on their reflections on opportunities to shift administrative decision-making from the MC to their respective Committee/Subcommittee.

MC Action/Decision:

- The MC agreed on the principle of shifting to Subcommittees the responsibilities for practical implementation of MC decisions, and supported that those roles and responsibilities of Subcommittees in this regard should be laid out clearly in Terms of Reference and/or relevant procedural documents, to be further submitted to the MC for approval.

D. New Topics and Strategic Discussions

Prioritization of Endorsed New Topics

The co-Leads of the New Topics Subcommittee informed the MC on considerations for the start dates of New Topics already adopted by the Assembly with a delayed start.

MC Action/Decision:

- The MC confirmed the expected timelines for the New Topics previously adopted with a delayed start of work, to be informed to the Assembly at its virtual meeting:
  - *Targeted revisions and additional issues in the ICH Q1 series/Q5C*: start date in June 2022, when the ICH Secretariat will send the call to ICH Members and Observers for nominations of experts[1];
  - *New Quality Topic on ICH Q6A and Q6B*: start date to be confirmed, but not sooner than the initiation of the above topic;
  - *Structured Product Quality Submissions*: start date when the M4Q(R2) EWG reaches *Step 2*, which is currently expected for end of 2022;
  - *General Considerations for Model-Informed Drug Development*, developed by the MIDD DG, for establishment of a M15 informal WG in the June 2022 timeframe[1];
  - *Proposal for E4 on Dose Response Information to Support Drug Registration*: if recommended explicitly by the MIDD DG for immediate development. If such a proposal is recommended instead for consideration pending development of the General Considerations guideline, this proposal would be re-evaluated with other new topic proposals in a future new topics cycle.

2022 New Topics Process

The co-Leads of the New Topics Subcommittee, updated the MC on considerations for the 2022 New Topic cycle, noting the high number of currently active WGs and the challenges presented by the COVID-19 pandemic, including expert availability as well as WGs not being able to meet face-to-face, and noting the high number of New Topics already adopted by the Assembly with a delayed start (see above).

MC Actions/Decisions:

- The MC agreed that, in view of the high number of topics already progressing in parallel, ICH has limited capacity to develop new topics for technical harmonisation in 2022, especially in some technical areas which are resource constrained such as quality, pharmacovigilance and bioequivalence;
- The MC supported that the 2022 New Topic selection process would focus on a narrow scope, excluding the aforementioned areas, with Members and Observers invited to submit any proposals for New Topics in specific areas (e.g., safety/non-clinical) where these three criteria are met:
  - there is resource capacity;
  - the work can start immediately upon adoption of the topic;
  - the topic is considered of high public health impact;
- The MC supported to inform the Assembly of the above considerations and to confirm to the Assembly the deadline for submission of proposals meeting the criteria, which is 10 December 2021, in line with the procedures;

[1] Post-Meeting Note: In line with the SOP for WGs Section 1.2.1, it is noted that the call for expression of interest to eligible ICH Members and Observers to nominate experts will be initiated several weeks prior to the intended start of WG activity, with the timeframe for the launch of the call to be confirmed by the ICH MC at its Technical Teleconference.

- The MC agreed to review the New Topic proposal(s) at the MC interim meeting in March 2022 in Brussels (see also item B).

Operating Parameters for Discussion Groups

The MC was informed on current and proposed operating parameters for Discussion Groups (DGs). As per the current Standard Operating Procedures (SOP) for WGs, DGs are established in exceptional circumstances where a topic cannot proceed without further scientific input and where a clear need is identified, typically through a Reflection Paper, and that, once established, DGs should have a clearly defined remit that should specify duration, scope, timeline etc. In addition, in general, ICH should not have more than 2-3 DGs at a given time.

MC Actions/Decisions:

- The MC supported the current SOP and the clarification that, when a DG concludes its tasks, it should be disbanded. In exceptional circumstances, where it is known that input from the DG will be needed in the foreseeable future, i.e., within 2 years, the DG can be maintained in a dormant phase, during which it is not expected to work or meet, even virtually. The dormant DG will automatically be disbanded at the expiry of 2 years from the time when it became dormant;

- The MC agreed that these principles would apply to current DGs, such as the GDG which is dormant. The QDG is operating at a low-activity level and this status will need be reviewed by the MC in 2 years to confirm any disbandment.

FDA, United States Draft Reflection Paper on Agility

The MC was updated on the status of the draft Reflection Paper on Agility further to discussions held with MC Members in July 2021.

MC Action/Decision:

- The MC noted that, further to comments received from MC Members on the scope and roles of various organisations, a Reflection Paper focusing on action specific to ICH is planned to be developed.

Nitrosamines

The MC was updated on the workshops organised by PhRMA in September and October on *Safety Assessment of Potential Risks Associated with Nitrosamine Impurities in Human Drugs* and *Control Strategies and Inspections/Facility Assessments to Support Nitrosamines Risk Assessment in Human Drugs*, which have been widely attended by participants from industry and regulatory authorities worldwide.

MC Action/Decision:

- The MC noted the update and agreed to have periodic updates within the ICH MC to review the status and advances of science on this topic.

E. Communication

Approaches for patient stakeholder engagement in ICH

The MC Chair shared with the MC considerations on patient stakeholder engagement in ICH and communication with stakeholder organisations ineligible for ICH Observership. The MC noted that patients are identified as the ultimate beneficiary of ICH work in the ICH Articles of Association, and that patients and patient advocacy groups often do not meet the eligibility criteria for ICH Observership.

MC Actions/Decisions:

- The MC agreed on the importance of relevant patient stakeholder engagement in ICH and of receiving input from the patient community on ICH Guidelines, especially those referring to pre-market or post-market activities that would directly involve or affect patients;

- The MC supported ongoing work by the ICH Secretariat to implement a new functionality on the ICH website so that any stakeholder, including patient stakeholders, can subscribe to a mailing list to be informed via email when a News is published notifying the availability on the ICH website of new ICH Guidelines, of drafts for public consultation, of training materials and other documents;

- The MC agreed that ICH Members should be encouraged to do appropriate outreach to patient communities to ensure awareness of existing opportunities for input at the ICH Regional meetings organised by ICH Members;

- The MC noted additional ideas and agreed to continue further discussion on this topic at its interim meeting in March 2022.

ICH Award

The MC Chair informed the MC on the proposal for an ICH Award, intended to show recognition to those ICH WG experts meeting the criteria of a sustained participation in ICH over multiple years, having served in leadership role(s) and made outstanding contributions to ICH work.

MC Action/Decision:

- The MC supported the proposal for the ICH Award and its submission to the Assembly for support, with the process to start in 2022 following the development of a template nomination form and process document.

ICH 30th Anniversary – Publication and Leaflet

MC Action/Decision:

- The MC noted the written update on the communication activities, including on: the publication of the ICH 30th Anniversary Publication on the ICH website in October 2021; the ongoing work on the development of the informative leaflet on ICH; and the request to confirm how many printed copies of the publication and leaflet the ICH Members and Observers would like to receive to be sent shortly by the ICH Secretariat.

F. Election of MC Chair and Vice Chair

MC Action/Decision:

- The MC re-elected Dr. Theresa Mullin (FDA, United States) as MC Chair and Dr. Nobumasa Nakashima (MHLW/PMDA, Japan) as MC Vice-Chair and noted that they would serve for a two-year mandate.

G. MedDRA Matters

The MC was updated by Mr. Mick Foy (MedDRA MC Chair, MHRA, UK) on the outcome of the virtual MedDRA MC meeting on 25 October, 28 October and 4 November 2021.

MC Action/Decision:

- The MC supported the update to be given by the MedDRA MC Chair to the Assembly on MedDRA at its virtual meeting.

H. Q4B Maintenance

The MC was informed by the ICH Secretariat on the written status report provided by the Pharmacopoeial Discussion Group (PDG) on the status of the pilot for revision of Q4B Annexes, focusing on 3 Annexes.

MC Actions/Decisions:

- The MC noted the PDG written update on the pilot for revision of Q4B Annexes and supported its sharing with the Assembly for presentation by EDQM on behalf of PDG at its virtual meeting;
- The MC noted that a complete evaluation and report on the pilot will be delivered by PDG to ICH in 2022.

I. Oversight of Working Groups

M4Q(R2) EWG: Revision of M4Q(R1) CTD on Quality Guidance (Acting Rapporteur: Dr. Yu - FDA, United States)

The M4Q(R2) informal WG was established in September 2021.

The MC was informed by the Coordinator for FDA, United States on the finalization by the M4Q(R2) informal WG of the M4Q(R2) Concept Paper and Business Plan.

MC Action/Decision:

- The MC endorsed the M4Q(R2) Concept Paper and Business Plan and the establishment of the M4Q(R2) EWG.

Pharmacoepidemiology Discussion Group (PEpiDG) (Rapporteur: Dr. Uyama – MHLW/PMDA, Japan; Regulatory Chair: Dr. Ball – FDA, United States)

The MC was informed by the Coordinator for MHLW/PMDA, Japan on the PEpiDG proposal on what would be the next steps for the DG in view of the overlap of expertise between the PEpiDG and the M14 informal WG on "*General principles on planning and designing pharmacoepidemiological studies that utilize real-world data for safety assessment of a medicine*" which is to be established in the November timeframe.

MC Action/Decision:

- The MC confirmed the disbandment of the PEpiDG following the finalisation of its activities.

Model-Informed Drug Development Discussion Group (MIDD DG) (Rapporteur: Dr. Marshall - PhRMA; Regulatory Chair: Dr. Karlsson – EC, Europe)

The MC was informed by the Coordinator for PhRMA on the expected completion of work of the MIDD DG on their recommendation of a "roadmap" of future topics, including on the appropriate sequencing and format for incorporating MIDD concepts into a proposal on ICH E4 (i.e., Revision, Addendum, Q&A).

MC Action/Decision:

- The MC noted that the MIDD DG is planning to finalise its roadmap by end of 2022.

E9(R1) EWG: Addendum to Defining the Appropriate Estimand for a Clinical Trial/Sensitivity Analyses (Rapporteur: Dr. Petavy – EC, Europe; Regulatory Chair: Dr. Ando – MHLW/PMDA, Japan)

Sign-off on the E9(R1) Training Materials is expected by end 2021.

MC Action/Decision:

- The MC confirmed that the E9(R1) EWG would be disbanded once the Training Materials are published.

E2D(R1) EWG: Post-Approval Safety Data Management: Definitions and Standards for Expedited Reporting (Rapporteur: Dr. Edwards – EFPIA)

At the Technical TC, the MC noted that there have been challenges in the E2D(R1) EWG in identifying improvements for the generation of post-approval safety, and agreed that the MC should be kept informed of the progress of the group's discussions to consider any need for discussion at the level of the MC.

The Rapporteur of the E2D(R1) EWG, Dr. Vicky Edwards (EFPIA), updated the MC on the status of discussions within the group.

MC Action/Decision:

- The MC noted the update on E2D(R1) EWG activities and active efforts to progress and achieve consensus on the draft Technical Document.

M2 EWG: Electronic Standards for the Transfer of Regulatory Information (ESTRI) (Co-Rapporteurs: Ms. Slack – FDA, United States / Dr. Okada – MHLW/PMDA, Japan; Regulatory Chair: Dr. Jaermann – Swissmedic, Switzerland)

MC Action/Decision:

- The MC noted the M2 EWG's report on its Streamlined Standards Development Process Pilot, which will be further shared with the MC electronically for review.

J. ICH-PIC/S Collaboration Pilot - Training

The MC Chair updated the MC on the status of the ICH-PIC/S collaboration pilot. The MC noted its previous approval to fund PIC/S inspectorate training on ICH Q12 further to a request that FDA, United States had submitted as part of the 2020 call for expressions of interest for funding of Regulatory Training, further to which FDA, United States had invited PIC/S to share views on interest in development of further training modules.

K. Implementation

Free Text Analysis

The MC was updated by the ICH Secretariat on the status of the CIRS free text analysis report on the results of the Phase 2b survey conducted in 2021, showing overall trends across all Guidelines, and on CIRS provision of specific reports to each participating regulatory authority.

MC Action/Decision

- The MC noted that each participating regulatory authority received its individual free text report at the beginning of November 2021, and that the main free text analysis report will be provided for the MC's review and approval shortly after the meeting.

L. Preparation of the Assembly Virtual Meeting

The MC was updated by the ICH Secretariat on the preparation of the Assembly virtual meeting to be held on 17-18 November 2021.

MC Action/Decision:

- The MC noted the organisation of the Assembly virtual meeting and approved the package of additional background documents to be shared with the Assembly.

M. General Operational Matters

Report of the ICH Secretariat

MC Action/Decision:

- The MC noted the written report of the ICH Secretariat on general operational matters, including on the continuing expansion of ICH and level of participation of ICH Members and Observers in ICH WGs, and on the status of ICH trademarks.

N. Next Meetings

Teleconferences

MC Action/Decision:

- The MC noted that the ICH Secretariat would confirm shortly to the MC the scheduling of teleconferences in preparation of its next meeting in May 2022 and the list of deadlines for providing background documents for the teleconferences.

Face-to-Face Meetings

MC Action/Decision:

- The MC noted the date and locations of the next face-to-face meetings (see also item B):

15-16 March 2022	MC interim meeting, Brussels, Belgium
21-25 May 2022	Athens, Greece (final confirmation pending)
12-16 November 2022	Incheon, Republic of Korea (final confirmation pending)
10-13 June 2023	Vancouver, Canada (final confirmation pending)
28 October-1 November or 11-15 November 2023	Europe (dates & location to be confirmed)
1-5 June 2024 or 18-22 May 2024	Asia (dates & location to be confirmed)

O. Any Other Business

Funding of Regulatory Training

- The MC supported the launch of a new call for expressions of interest for the funding of regulatory training for 2022, further to the calls organised in 2020 and 2021;

- The MC supported to the funding of regulatory training as a standing yearly process, subject to confirmation of the yearly budget, with the ICH Assembly to also be invited to confirm its support to this process.